

STEPHENVILLE AFTER-SCHOOL ALL STARS

SAAS



Parent Handbook

Stephenville
★ Parks and Recreation

This document provides three key recommendations for offering quality after-school programs and a number of strategies for program coordinators and camp Counselors that can be used to implement these recommendations. The three recommendations are to:

1. offer an after-school program that allows children and youth to accumulate at least 30 minutes of developmentally appropriate moderate to vigorous physical activity
2. offer an after-school program that serves all children and youth including those most at risk of being inactive (girls, older youth, those with a disability and individuals with greater financial need)
3. offer high quality programming that prioritizes collaboration and continuous improvement in all activities performed throughout the school year.

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THE KIDS

After school programs serve students and youth of all ages, and encompass a broad range of focus areas including academic support, mentoring, youth development, arts, sports and recreation. The activities in which students and youth engage while outside of school hours are critical to their development.

Building Relationships

Building relationships with students isn't always simple, but it's crucial to the growth of all students. One of the best ways to build a solid foundation for the students is to create a space students feel safe in. Once students feel safe they will explore new skills, friendships, and activities.

The students should always feel safe, cared for, and a priority. When students feel that you value and care for them as individuals, they are more willing to comply with your wishes. Use positive reinforcement to involve students in developing and committing to a solution for behavior problems. If a problem becomes chronic, it may help to have someone observe the child to find the cause triggering the behavior. If inappropriate behavior continues, it may be necessary to report incidents and consult with the child's guardian.

Give warm/fun greetings and good-byes so the students know you are excited to be in their presence. Make it clear you care about their learning because you care about them. Lastly, have fun. Let them see you laugh, smile, and enjoy the afternoon spent with them.

Treat students with respect. Your students will never respect you if you do not respect them. You should never yell, use sarcasm, single a student out, or attempt to embarrass them. Those things will lead to a loss of respect from the entire class. Counselors should handle situations professionally. You should deal with problems individually, in a respectful, yet direct and authoritative manner. Counselors must treat each student the same. You cannot play favorites. The same set of rules must apply to all students. It is also vital that a teacher is fair and consistent when dealing with students.

Check your biases. First and foremost, we must remember that we all come from different places. We cannot assume we know about the experiences of our students based on location, ethnicity, or socioeconomic status. When speaking to students about their experiences it is best to remember that your experience is unique to you and is not the 'norm.'

Management Tools

Atmosphere- Should be welcoming and convey the belief that the students can succeed.

Provide structure—Set up your camp space so it matches the needs and energy level of the planned activities. Use the same group format consistently.

Stay grounded—Always start an activity from a point of orderliness. Help students calm down with quiet time or deep breaths.

Give students clear expectations—Let students know which behaviors are acceptable and which are not in different situations. Warn students before you change activities, which may change what behavior you will expect.

Build rituals—Develop rituals such as chants, games, questions, or movements that students perform regularly and predictably. You may wish to plan a specific ritual to use when the group gets out of hand.

Offer small-group activities—Sometimes participation in a small group is better for developing individual students interests and providing them with more attention.

Provide cues—Give students gentle but firm reminders of rules. Notice when someone is not “on task.”

Transform the situation—When everything seems to be falling apart, or a child is stuck in a negative groove, turn it around. Play with the dynamic or turn it into a game or contest.

Help students save face—Create opportunities for students to correct a wrong, change a behavior, and take responsibility for themselves.

Staffing

Coordinators

- Ensure that staff counselors have knowledge regarding concepts of light, moderate, and vigorous physical activity, bone and muscle strengthening and cardio respiratory fitness activities, as well as developmentally appropriate physical activities.
- Make instructions brief to avoid excessive sedentary time
- Use a variety of play spaces, including natural play areas, indoor spaces, and outdoor spaces when possible.
- Offer a variety of fun physical activities during scheduled physical activity, allowing participants to choose the activity they enjoy most
- Offer activities that are adaptable, accessible and inclusive of individuals of all abilities.
- Regularly ask participants, staff and parents about satisfaction and ideas for improvement
- Coordinators are responsible for assisting in the administration of the program's daily operations in compliance with the adopted Standards of Care.
- Coordinators will be required to provide all Counselors with their responsibilities.

Counselor Qualifications

- Counselors will be part-time or temporary employees of the City of Stephenville.
- Must be sixteen (16) years of age or older
- Counselors should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- Counselors must relate to children with courtesy, respect, tolerance, and patience.
- Both, Counselors and Coordinators must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) and First Aid for Infant/Child/Adult with AED based on either American Heart Association or American Red Cross standard
- Both, Counselors and Coordinators must pass a background investigation including testing for illegal substances.
- Valid Texas Driver's License and a safe driving record.

Student Engagement

1. Promoting student engagement
2. Providing a positive program environment

Curriculum/ Content Focus (planning)

1. Clear goals for content practice
2. Assigning research-based activities
3. Aligning content materials with standards
4. Developing links between content and school day activities
5. Provide effective program management, support and resources
(staffing, training, evaluation)
6. Hold all staff members accountable

Reflection/Assessment

1. Assessing program effectiveness periodically
2. Reviewing student progress periodically
3. Resetting goals based on assessment results
(if you choose to set goals as a group e.g., a week/month at a time)

All Staff

Dismissal- Make sure no child is left alone awaiting their pickup.

Closing Duties-Make sure facility is clean after every evening. Lights are turned off and doors are locked.

- Leaders should be able to consistently exhibit competency, good judgment, and self-control when working with students.
- Leaders must relate to students with courtesy, respect, tolerance, and patience.
- Leaders must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) and First Aid for Infant/ Child/ Adult with AED based on either American Heart Association or American Red Cross standard.
- Program employees must be familiar with the Program' s policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- Program employees will be trained in utilizing appropriate procedures to handle emergencies.
- Program employees will attempt to provide indoor and outdoor times, which include:
 - 1) alternating active and passive activities;
 - 2) opportunity for individual and group activities;
 - 3) outdoor time each day, weather permitting.

Discipline

- Counselors will implement discipline and guidance in a consistent manner based on the best interests of program participants.
- Program employees will not administer cruel or harsh punishment or treatment.
- Counselors may use brief, supervised separation from the group if necessary.
- As necessary, counselors will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in participant being suspended from the Program.
- In instances where there is a danger to participants or staff, offending participants will be removed from the program site as soon as possible
- Each incident will be documented. First warning will be Verbal, Second warning will be a written warning parents and staff are to sign. Third warning can lead to suspension of the program.

Operations

Staff-Participant Ratio

- In a City of Stephenville Youth Program, the standard ratio of participants to Counselors will be 15 to 1. In the event a Counselor is unable to report to the Program site, a replacement will be assigned.
- Each participant shall have a Program employee who is responsible for him or her and who is aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.

Programming

- Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
- Program employees will attempt to provide indoor and outdoor times, which include:
 - (1) alternating active and passive activities;
 - (2) opportunity for individual and group activities;
 - (3) Outdoor time each day, weather permitting.

- Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided under the Program.
- During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
- Program employees must have a written list of the participants in the group and must check the roll frequently
- Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

Communication

- Each Program employee may use their own cell phone device or use a city provided device to allow the staff to be contacted by Parks and Recreation personnel, and for use in contacting the Supervisor, Coordinator, or making emergency calls. Phone use while on duty must be limited to work related calls only.
- The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
 - (1) Stephenville ambulance or emergency medical services;
 - (2) City of Stephenville Police Department;
 - (3) City of Stephenville Fire Department;
 - (4) The Stephenville Rec Hall, Stephenville City Parks, Stephenville Senior Activities Center, & Stephenville Independent School District.
 - (5) On-Site number: (254)964-7418

Changes/Withdrawal

- In order to assure accurate processing, 14 days written notice is required for changes such as: payment option, schedule (days of attendance), care package option, or any others resulting in a fee change, including withdrawing from the program. All requests for changes must be made in writing or via email and submitted to the Parks and Recreation Office and Coordinators.
- Please note: It is your responsibility to inform the Center/School Age Program Office of any changes, and not that of the child care classroom/site staff
- **Reminder: A 14 day written notice is required for withdrawal and changes as previously noted.**

Full Camp Days

- Each child is to bring their own sack lunch, as lunch is NOT provided by the Parks and Recreation Department. We ask parents to please provide a nutritionally balanced lunch that does not require refrigeration. Lunches should include an adequate amount of food and beverages to fuel a busy camper! Sandwiches, fruits, vegetables and other nutritious foods will keep a camper going all day.
- The Parks and Recreation Department will provide 2 snacks daily.

Summer Camp

Be sure to label all items with your camper's first and last name.

- **Lunch** - Please send a sack lunch daily that is clearly marked with your camper's name. Glass items are not acceptable at camp and refrigeration will not be available.
- **Casual Clothes** – We May Get Dirty! The majority of activities are held outdoors. Many involve physically active games and in the summer we may just get wet. Casual play clothes and tennis shoes are strongly recommended.
- **Swimsuits and Towels** - For days specified by each site's weekly itinerary.
- **Water Bottle** - On warm days, campers are encouraged to bring their own water bottle. Please be sure it is
- marked with your camper's name.
- **No Personal Items** - Camp programming is designed to offer many choices for each child. In order to make the most of this setting, we request that all personal items (or toys) such as electronic games and radios be left at home. In addition, any child bearing knives, guns (toy or real), ammunition, cigarettes or alcohol will be immediately dismissed from camp. Refunds will not be granted in this event.
- **Lost and Found** - Stephenville Parks and Recreation is not responsible for lost or stolen items. All unclaimed items will be held for 2 weeks following the session.

Meal Program

- Summer Camp Meal program is TBD.

Transportation

- Before a participant may be transported to and from city sponsored activities, a City waiver form, completed by the parent of the participant, must be filed.
- First aid supplies will be available in all Program vehicles that transport children.
- All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

Field Trips

- Programming may include field trips or walking field trips through the neighborhood. Parents will be informed in writing at least one week prior to scheduled trips. Information of approximate departure and return times, along with the destination, will be included with the trip permission form. The written authorization must be completed and returned prior to departure. Stephenville Parks and Recreation reserves the right to alter the destination or cancel trips due to inclement weather, safety reasons, or other unforeseen factors.
- Your site staff will keep you posted on the weekly schedule of activities and field trips. This will also include scheduled departure and arrival times. We ask that your child be at site by 9am and we will do our best to get back by 4pm. Please keep an eye out at your site for notices from staff in case that schedule changes for specific trips and activities.

- The Parks and Recreation Department will utilize buses and vans for the majority of these trips. On occasion, public transportation may also be utilized. As field trips are a major portion of our Summer camp program, we may not be able to accommodate your child should you choose not to give us permission to transport. This permission is listed on your registration form.
- Throughout the summer Campers will experience a variety of activities including swimming, mini-golf and more as they venture out every day.
- **Outdoor Activities:** Campers will get to explore City Park, Walking Trails, Grassy areas, and Softball Fields.
- **Leadership Skills:** Throughout the week, games and sports will be played that not only allow for fun and skill development, but also concentrate on developing leadership skills.

Pets in the Child Care Setting

- During Summer camp, campers could come in contact with Animals.
- Child Care regulatory policy will allow the following enclosed or caged classroom animals with parental consent: fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, birds, non poison amphibians, bearded dragons, rabbits, chinchillas as well as caterpillars and butterflies.

Safety

- Counselors will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A daily inspection report will be completed by Program employees and kept on file by the Coordinator.
- Buildings, grounds, and equipment on the program site will be insected, cleaned, repaired, and maintained to protect the health of the participants.
- Program equipment and supplies must be safe for the participants' use.
- Coordinators must have first aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- Program porches and platforms more than 30 inches above the ground must be equipped with railings participants can reach.
- All swing seats at program sites must be constructed of durable, lightweight, relatively pliable material.
- Counselors and coordinators must have first aid supplies readily available to staff in a designated location.

Fire

- In case of fire, danger of fire, explosion, or other emergency, Coordinators and Counselors first priority is to evacuate the participants to a designated safe area.

- The Program site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Coordinators who will review and establish deadlines and criteria for compliance.
- Each program site must have at least one (1) fire extinguisher approved by the Fire Marshal readily available to all Counselors. The fire extinguisher is to be inspected monthly by the Building Maintenance Supervisor and a monthly report will be forwarded to the Program Manager who will keep the report on file for a minimum of two(2) years. All Program employees will be trained in the proper use of fire extinguishers.
- Fire drills will be initiated at Program sites based on the following schedule:
 - 1) Spring Break Camp and Holiday Camp: A fire drill once during the session.
 - 2) Summer Adventure Camp: A fire drill twice during the session.

Illness or Injury

- A participant who has an illness, injury or medical condition to the extent that admittance to the Program would create a health or safety concern to other participants or employees will not be admitted to the Program provided a reasonable accommodation cannot be offered to alleviate such concerns.
- Illnesses and injuries will be handled in a manner to protect the health of all participants or employees.
- Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.

- If your child(ren) have been dismissed from school due to an illness, they are not prohibited to attend the program that day.
- If your child(ren) has a sudden illness while attending the program, staff will contact a parent to come pick-up.
- If your child(ren) is running a fever, they may not return until 24 hours after they are completely fever free.

Coordinators will administer medication only if:

- Parent(s) complete and sign a medication form that provides authorization for employee to dispense medication with details as to time and dosages. An example of current guidelines is attached as Exhibit B.
- Prescription medications are in the original containers labeled with the child' s name, a date, directions, and the physician' s name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expired date.
- Nonprescription medications are labeled with the child' s name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will only administer nonprescription medications if a doctor' s note is provided and only according to label direction.

- Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees.
- Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.
- Children who may require epi-pen injections due to severe allergic reactions must complete an Anaphylaxis Emergency Action Plan(AEAP) before their child starts the program. Staff will administer the epi- pen in case of emergency based on the instructions stated on the AEAP.

Toilet Facilities

- The Program site will have inside toilets located and equipped so children can use them independently, and Program staff can supervise as needed.
- There must be one(1) flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.
- An appropriate and adequate number of lavatories will be provided.

Sanitation

- The Program facilities must have adequate light, ventilation, and heat.
- The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- Program employees must see that garbage is removed from buildings daily.

Emergency and Important Telephone Numbers

In case of Emergence	911
Non- Emergency Contact information	
Police Department	254-918-1273
Fire Department	254-918-1269
Stephenville Parks and Leisure Director	
Jen Basham	
(254)918-1216	
Jbasham@stephenvilletx.gov	
Stephenville Parks and Recreation Superintendent	
CV (Cherisa) Black	
(254)918-1296	
cblack@stephenvilletx.gov	
Stephenville Parks and Recreation Coordinator	
Kat Lindley	
(254)918-1291	
klindley@stephenvilletx.gov	
Stephenville Parks and Recreation Coordinator	
Ashley Snyder	
(254)918-1205	
Asnyder@stephenvilletx.gov	
Stephenville Parks and Recreation Front Desk	
(254)918-1295	

Chain of Command

1. On-Site Staff Phone - 254-964-7418
2. Recreation Coordinator - Kat Lindley
3. Recreation Superintendent – CV Black
4. Director of Parks and Leisure – Jen Basham

Child's Name: _____

I have received a copy of the City of
Stephenville's Youth Standards of Care.

Parent's Name: _____

Parent's Signature: _____